Notice to Attorneys

Effective November 7, 2011, motions for pro hac vice will not be exempt from electronic case filing. Filing users will be required to electronically file and pay the fee online during the filing of the motion. Filing users will also be required to pay the appeal fee online during the filing of *Notices of Appeal*, *Notices of Cross Appeal*, *Notices of Interlocutory Appeal*, and Subsequent Notices of Appeal.

Introduction

This document gives an overview of electronic fee payment as well as step by step instructions for filing and paying the fee online for *Appeals* and *Motions for Pro Hac Vice*.

Internet Payment Process

Filing users will be automatically directed through the Internet payment process when filing *Appeals* and *Motions for Pro Hac Vice*. Once the payment process has been successfully completed, filing users will be automatically returned to the filing process.

The payment information screen includes the cardholder name and address as well as the credit card information (Figure 1). The cardholder name, first address line, and zip code default to the values for the filing user shown in the CM/ECF utilities *Maintain Your Account*. The payment amount field will be populated with the current fee amount.

Internet fees and payments may be reviewed by using the *Internet Payment History* option on the CM/ECF Utilities menu.

Figure 1 -Credit Card Information Screen

Online Payment Step 1: Enter Paym	Return to your originating application ent Information
	C) (ex: American Express, Discover, Mastercard, VISA)
Required fields are indi	cated with a red asterisk *
Account Holder Name:	testaty2 *
Payment Amount:	
Billing Address:	*
Billing Address 2:	
City:	
State / Province:	
Zip / Postal Code:	
Country:	United States
Card Type:	* VISA AMEX DESCRIE
Card Number:	* (Card number value should not contain spaces or dashes)
Security Code:	* Help finding your security code
Expiration Date:	*, *
Select the "Contin	ue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.
(Continue with Plastic Card Payment Cancel
nte: Please avoid navina	ating the site using your browser's Back Button - this may lead to incomplete data being transmitted and
	rectiv. Please use the links provided whenever possible.

• Fields marked with an asterisk are required fields.

- The Billing Address is a required field which is pre-populated with the address information currently available for the filing user in CM/ECF, but may be changed. This address does not have to correspond with the credit card billing address. Changing the billing address does not make an address change in CM/ECF.
- When filling in the payment information, do not use hyphens or spaces in the *Card Number*.
- Clicking the *Continue with Plastic Card Payment* button presents the user with a summary screen (Figure 2).

Figure 2 -Credit Card Summary Screen

Oden Or Aridhenine Derminand		Return to your originating application
Step 2: Authorize Payment		1 2
Payment Summary Edit this information		
Address Information	Account Information	Payment Information
Account Holder testaty2 Name: Billing Address: 401 Courthouse Sq Billing Address 2: City: Alexandria State / Province: VA Zip / Postal Code: 22314 Country: USA	Card Type: Master Card Card Number: ********5100	Payment Amount: \$455.00 Transaction Date and 09/13/2011 09:1 Time: EDT
Email Confirmation Receipt To have a confirmation sent to you upon com Email Address:	pletion of this transaction, provide an email	address and confirmation below.
Confirm Email Address:		
CC:		Separate multiple email addresses with a comma
Authorization and Disclosure		
	erisk *	
Required fields are indicated with a red ast		
•	ne above amount in accordance with my card	issuer agreement. 🔲 *

• Carefully review the payment information. If any of the information is incorrect, click on the *Edit this Information* link at the top of the page. Do not navigate the site using your browser's back button – this may lead to incomplete data being transmitted and pages being loaded incorrectly. Use the links provided.

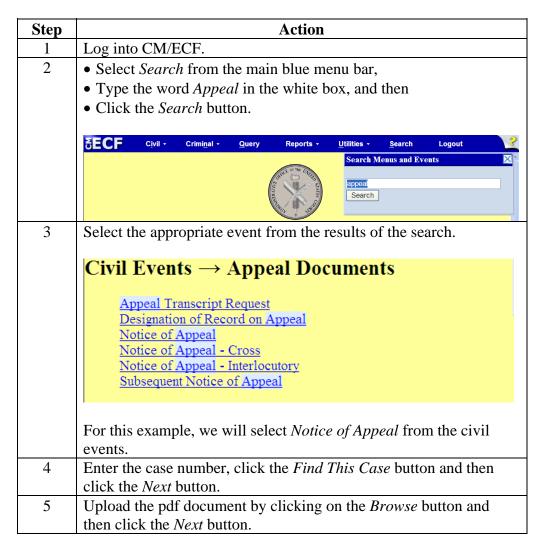
• In order to receive a transaction receipt for reconciliation with credit card statements, filing users must enter a valid email address on this screen. This email receipt will have a tracking ID number that the Court may need to be able to identify the transaction should a problem arise. *Note*: The email address for the transaction receipt does not have to be the filing user's email address but could be the email address for the person in the firm that reconciles the credit card statements.

• Check the white box next to the statement "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement" and then submit the payment by clicking the Submit Payment button only **once**. The fee will be forwarded directly to the U.S. Treasury. The receipt number will be included in the docket text information on the Notice of Electronic Filing (NEF).

WARNING: Pressing the Submit Payment button more than once may result in multiple transactions being processed.

Steps for Filing Appeals

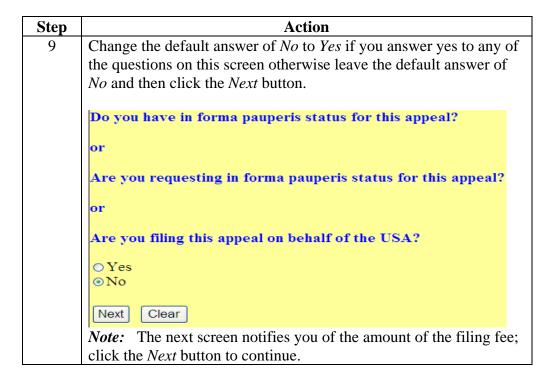
Take the following steps to electronically file a *Notice of Appeal*, *Notice of Cross Appeal*, *Notice of Interlocutory Appeal*, *or Subsequent Notice of Appeal* and pay the filing fee online:



Steps for Filing Appeals (continued)

Step	Action		
6	Select the filer by clicking on the filer's name on the right side of		
	the screen and then click the <i>Next</i> button.		
	Pick Filer Select the filer.		
	Collapse All HoundDogs, Inc dft Expand All Select the Party:		
	⊎VGSR pla HoundDogs, Inc [dft] VGSR [pla]		
	Next Clear New Filer		
7	Click inside the white box next to the question Should the document		
	you are filing link to another document in this case? And then		
	click the <i>Next</i> button to bring up a list of documents in the case.		
	Select order being appealed.		
	☑ Should the document you are filing link to another document in this case?		
	Filed to		
	Documents to		
	Next Clear		
8	Select the order being appealed by clicking inside the white box		
	next to the order and then click the <i>Next</i> button.		
	Select the appropriate event(s) to which your event relates:		
	✓ 09/12/2011 3 ORDER DISMISSING CASE. Signed by Judge Honorable Raymond A. Jackson on 9/9/11. (ltun,)		
	Next Clear		
	TOX SOUR		
	<i>Note:</i> If there is only one order in the case, the white box next to		
	that order will already be checked.		

Steps for Filing Appeals (continued)



Steps for Filing Appeals (continued)

Step	Action			
10	Complete the Online Payment Information and then click the			
	Continue with Plastic Card Payment button as shown below.			
	Online Payment Return to your originating application			
	Step 1: Enter Payment Information 1 2 Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)			
	Required fields are indicated with a red asterisk *			
	Account Holder Name: testaty2 *			
	Payment Amount: \$455.00			
	Billing Address: *			
	Billing Address 2:			
	City:			
	State / Province:			
	Zip / Postal Code:			
	Country: United States			
	Card Type: * VISA CAPTER DUSCHYER			
	Card Number: *(Card number value should not contain spaces or dashes)			
	Security Code: * Help finding your security code			
	Expiration Date: * / *			
	Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.			
	Continue with Plastic Card Payment Cancel			
	Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.			
	CAUTION: Do not use your browser's back button. Using the			
	back browser may lead to incomplete data being transmitted and			
	pages being loaded incorrectly. Please use the links provided			
	whenever possible.			
	I was a Paragraph			

Steps for Filing Appeals (continued)

Step		Action	
11	 card issuer agreement Enter an e-mail addressomeone else. Click the Submit Pay 	or the above amount int." ess to send an e-mail of the ment button. ment is now being pro	on accordance with my confirmation to you or cessed.
	Online Payment		Return to your originating application
	Step 2: Authorize Payment		1 2
	Payment Summary Edit this information		
	Address Information	Account Information	Payment Information
	Account Holder testaty2 Name: testaty2 Billing Address: 401 Courthouse Sq Billing Address 2: City: Alexandria State / Province: VA Zip / Postal Code: 22314 Country: USA	Card Type: Master Card Card Number: ********5100	Payment Amount: \$455.00 Transaction Date and 09/13/2011 09:19 Time: EDT
	Email Confirmation Receipt		
	To have a confirmation sent to you upon con	npletion of this transaction, provide an email	address and confirmation below.
	Email Address:		
	Confirm Email Address:		
	cc:		Separate multiple email addresses with a comma
	Authorization and Disclosure		
	Required fields are indicated with a red as	terisk *	
	I authorize a charge to my card account for the	ne above amount in accordance with my card	issuer agreement. 🗌 *
	Press the "Submit Payment" Button o	only once. Pressing the button more than once Submit Payment Cancel	
	WARNING: Pressing once may result in mu	•	

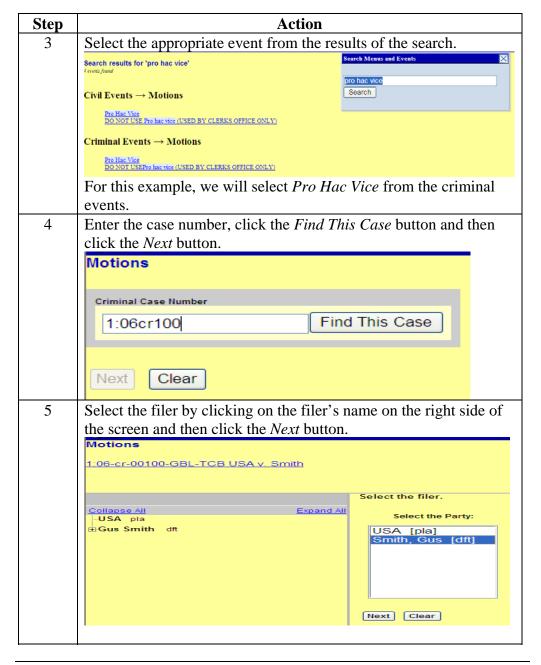
Steps for Filing Appeals (continued)



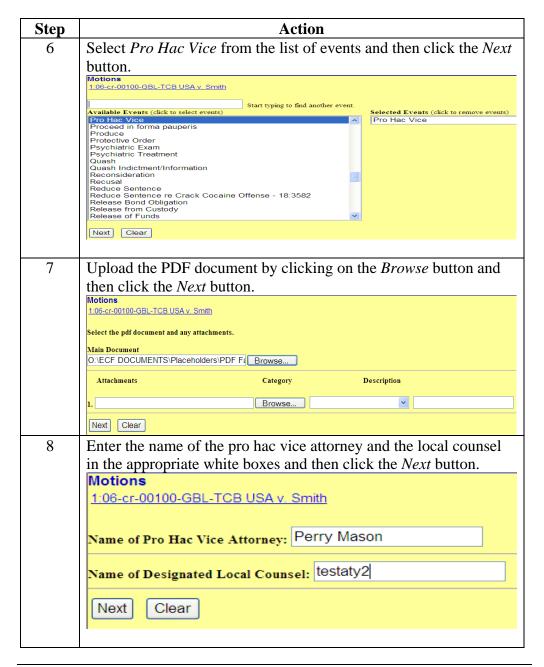
Steps for Filing Motions for Pro Hac Vice Take the following steps to electronically file a *Motion for Pro Hac Vice* and pay the filing fee online:

Step	Action		
1	Log into CM/ECF.		
2	 Select <i>Search</i> from the main blue menu bar, Type the word <i>pro hac vice</i> in the white box, and then Click the <i>Search</i> button. 		
	SECF Civil - Criminal - Query Reports - Utilities - Search Logout Search Means and Events For the Civil - Criminal - Query Reports - Utilities - Search Logout Search Means and Events		
	Search		

Steps for Filing Motions for Pro Hac Vice (continued)



Steps for Filing Motions for Pro Hac Vice (continued)



Steps for Filing Motions for Pro Hac Vice (continued)

Step	Action
9	Change the default answer of <i>No</i> to <i>Yes</i> if you answer yes to any of the questions on this screen otherwise leave the default answer of <i>No</i> and then click the <i>Next</i> button.
	Motions 1:06-cr-00100-GBL-TCB USA v. Smith
	Is this filed with an Application to Proceed Without Prepayment of Fees?
	or
	Is this application filed on behalf of the USA? ○ Yes ⊙ No
	Next Clear
	Note: The next screen notifies you of the amount of the filing fee; click the <i>Next</i> button to continue.

Steps for Filing Motions for Pro Hac Vice (continued)

Step	Action
10	Complete the Online Payment Information and then click the
	Continue with Plastic Card Payment button as shown below.
	, in the second
	Online Payment Return to your originating application
	Step 1: Enter Payment Information 1 2
	Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA) Required fields are indicated with a red asterisk *
	Account Holder Name: testaty1 *
	Payment Amount: \$75.00
	Billing Address: 401 Courthouse Sq *
	Billing Address 2:
	City: State / Province:
	Zip / Postal Code: 22314
	Country: United States
	Card Type:
	Card Number: * (Card number value should not contain spaces or dashes)
	Security Code: * Help finding your security code
	Expiration Date: */ *
	Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process. Continue with Plastic Card Payment Cancel
	Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.
	CAUTION: Do not use your browser's back button. Using the
	back browser may lead to incomplete data being transmitted and
	pages being loaded incorrectly. Please use the links provided
	whenever possible.
	micherel possible.

Steps for Filing Motions for Pro Hac Vice (continued)

	 Action Check the white box next to the statement "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement." Enter an e-mail address to send an e-mail confirmation to you or someone else. 			
	• Click the Submit Pays. • Note: Your payn	nent is now being pro-		
	• Click the <i>Next</i> button once the next CM/ECF screen appears.			
	Online Payment		Return to your originating application	
	Step 2: Authorize Payment		1 2	
	Payment Summary Edit this information			
	Address Information	Account Information	Payment Information	
	Account Holder testaty2 Name: Billing Address: 401 Courthouse Sq Billing Address 2: City: Alexandria State / Province: VA Zip / Postal Code: 22314 Country: USA	Card Type: Master Card Card Number: ********5100	Payment Amount: \$50.00 Transaction Date and 09/14/2011 07:49 Time: EDT	
Email Confirmation Receipt				
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below. Email Address:				
	Confirm Email Address:			
	cc:		Separate multiple email addresses with a comma	
	Authorization and Disclosure			
Required fields are indicated with a red asterisk *				
	I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. 🔲 *			
	Press the "Submit Payment" Button o	Submit Payment Cance		
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.				

Steps for Filing Motions for Pro Hac Vice (continued)

Step	Action
12	Modify text if appropriate and then click the Next button. Motions 1.06-cr-00100-GBL-TCB USA v. Smith Docket Text: Modify as Appropriate. William Motion to appear Pro Hac Vice by Perry Mason and Certification of Local Counsel testaty2 (Filing fee S 50 receipt number 0422-2163) Next Clear
13	Click the <i>Next</i> button to commit your transaction and complete the filing process.
	Motions 1.08-cr-0.0100-GBL-TCB USA v. Smith Docket Text: Final Text Motion to appear Pro Hac Vice by Perry Mason and Certification of Local Counsel testaty2 (Filing fee \$ 50 receipt number0422-2163) by Gus Smith. (testaty2.) Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Source Document Path (for confirmation only): O/ECF DOCUMENTS Placeholders PDF FakeDocument.pdf pages: 1 Next Clear